



2/24(5) 040
Town of Acton Recreation Department

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

Fax: 978-264-9630

Email: recreation@acton-ma.gov

Website: www.acton-ma.gov

Cathy Fochtman, Recreation Director

Date: February 3, 2014

To: Steve Ledoux, Town Manager

From: Cathy Fochtman, Recreation Director

RE: Waiver of Fees for PMC- Kids (Pan Mass Challenge), Sunday June 1, 2014, 7:00AM-1:00PM

I recommend that the Board of Selectmen support Dana Greenberg's attached request for a waiver of fees, with the exception of out-of-pocket expenses, for a fundraising event at NARA to benefit PMC Kids, the Pan Mass Challenge, based at NARA's Miracle Field parking area. The rental fees that are to be waived total \$540.00.

This benefit walk has been organized to raise money for Dana Farber cancer research. Coordinator Dana Greenberg has agreed to our requirements to operate this event:

- Post volunteers along Quarry Rd to direct participants to available parking areas and to avoid parking in NO PARKING areas on Quarry Rd.
- Have entertainment vendors, such as moonbounce vendors, provide a certificate of insurance liability with "Town of Acton" listed as an additional insured
- Order 2 standard portable toilets for the event
- Volunteers to chaperone participants and clean up all trash

We are excited about the use of NARA for this regional event. After their successful first year, we're pleased to welcome PMC-Kids Acton Boxborough back to NARA.



155 Prospect Street, Acton, MA 01720

Dear Selectman Janet Adachi:

You are probably familiar with the "Big" Pan Mass Challenge event that occurs in every year. Pan Mass Challenge events have an unwavering commitment to finding a cure for cancer. Since its start in 1980, the PMC has raised \$414 million for cancer research and cancer care. Although each individual rider has a personal reason for taking part in the event, they are strongly united in their cause...cure cancer. PMC Kids Rides became an official PMC program in 2005 as a way to include young cyclists in the Pan-Massachusetts Challenges' mission of raising money for cancer research and treatment at Dana-Farber Cancer Institute through its Jimmy Fund. The program engages youth in philanthropy, instills the value of working for the benefit of others, and promotes athletic fitness and physical activity.

Last year, we had the first PMC Kids ride in Acton. For a first year event, we surpassed all expectations. Acton is such a perfect location for such an event, and we had almost 150 kids come and ride, and raised over \$17,000 for cancer research!

We hosted the event at NARA park. We set up tents for registration, raffles, games, music and bike inspection up in the parking lot by Miracle field and set up 3 bike courses. Big kids (on 2-wheels) road around the 1-mile bike path, newer riders and kids on training wheels road around Miracle field and we even had a course for kids on tricycles. The Acton Fire Department came with one of their ladder trucks and hung a huge flag for kids to bike underneath.

Kids and parents all had a wonderful time despite the 95+ heat we had that day. It was no surprise that we did so well and have now begun planning the 2014 kids ride. This year we would like to move our tents for registration down to the fields so the big kids are riding around us and we have more room for parking. We will continue to have 3 bike routes for young cyclists of all levels. We hope to have more kids come this year and have set a goal to raise over \$20,000 for cancer research. We would like to have our event on Sunday, June 1, 2014.

Use of these facilities costs money and we are reaching out to you to help relieve the costs of using NARA Park. We pledge that 100% of the money that the kids raise will go to Dana Farber. Covering costs of hosting the event will have to come from other sponsors, so we try to do our best to keep our costs as low as possible, so we don't take away from money we can donate to Dana-Farber/Jimmy Fund.

We appreciate your support in this event. If you have any questions you would like to follow up on, please contact me at (978)302-1652 or dlgski@gmail.com.

Sincerely,
Dana Greenberg
PMC Kids Ride Acton-Boxboro Coordinator



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Acton, Massachusetts, 01720
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E-mail: recreation@acton-ma.gov
Website: www.acton-ma.gov/recreation

2014 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only, signature required on page 2. File application with the Acton Recreation Department at least TWO WEEKS prior to the date desired. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available online or at the Rec. Dept.) for a Permit to be granted. Incomplete applications will be returned. Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first, payment is due to secure your facilities rental and permit will be issued.

SECTION I

Application Date: 1-13-14 E-mail Address: DLGSKI@GMAIL.COM
Name of Organization: PAN MASS CHALLENGE
Contact Person: DANA GREENBERG Phone: Home (978) 263-0085
Address: 26 LINCOLN DR Cell (978) 302-1652
Town/City: ACTON State: MA Zip Code: 01730
Organization: (Acton) Non-Resident Number of Participants: 200
Describe Activity: KIDS CHARITY BIKE RIDE

SECTION II

DATE REQUESTED: We do not offer rain dates; you must request an additional permit for requested alternate date.

1st Choice 6-1-14 Time Requested: Start Time: 7AM End Time: 1PM

2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

FACILITY/ FIELD REQUESTED: (PLEASE CHECK)

NARA Park (25 Ledge Rock Way):

- ☐ Amphitheater
- ☒ Walking Trail (1 mile)
- ☐ Bathhouse Pavilion (5 picnic tables)
- ☐ New Picnic Pavilion
- ☐ Patio Tent (4 picnic tables)
- ☐ Large Picnic Area (8 picnic tables)
- ☐ Small Picnic Area (4 picnic tables)
- ☐ Picnic Pod (near volleyball courts;
2 picnic tables)
- ☐ Group Swim Passes, # needed: _____
- ☐ Large Soccer Field, # fields: _____
- ☐ Small Soccer Field, # fields: _____
- ☒ Miracle Field
- ☒ Softball Field
- ☐ Volleyball Court 1 or 2 (Please Circle)

Elm Street Fields (21 Elm Street):

- ☐ Soccer Field
- ☐ Softball Field
- ☐ Tennis Court, # of courts needed:
1 or 2 (Please Circle)

School Street Fields (343-347 School Street):

- ☐ Small Soccer Field, # of fields: _____
- ☐ Large Soccer/Lacrosse Field, # of fields: _____

Veterans Fields (655 Main Street):

- ☐ Little League Fields, 1 or 2 (Please Circle)

Concord Road (104 Concord Road):

- ☐ Soccer Field

Gardner Field (Route 111 near Kinsley Road):

- ☐ Recreational Field

Great Hill (54 School Street):

- ☐ Soccer Field, 1 or 2 (Please Circle)
- ☐ Little Great Hill Field

Hart Field (80 Taylor Road):

- ☐ Little League/Softball Diamond

MacPherson Field (80 Taylor Road):

- ☐ Little League/Softball Diamond

Jones Field (Martin Street & Stow Road):

- ☐ Full Size Baseball/Lacrosse/Football Field

Robbins Mill Recreation Area (61 Canterbury Hill Road):

- ☐ Small Soccer Field
- ☐ Basketball Court

Monday - Friday, excluding Thursdays, June 10 - Aug. 22, 2014. Permits will not be available at NARA Park for these dates in 2014. July 4th, and dates that have sponsored recreation events.

Will Food/Beverages be Served? YES If Yes, be specific SNACKS, DRINKS
Will Alcohol be Served? NO If yes, has a permit been obtained by the Board of Selectmen? _____

**A separate application and fees for liquor license is obtained through the Town Manager's Office—please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

Picnic table availability is noted for each area. Additional tables are not provided by the Town of Acton.

Picnic charcoal grills are available for large tent, small tent and patio picnic areas at NARA Park. You are welcome to bring your own charcoal or propane grill. All coals must be discarded in ash can. NARA Park bathrooms are open during normal beach operation hours. A portable toilet is onsite at the lower beach area.

CANCELLATION POLICY: If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.

[Signature]
(Representative's Signature)

11-13-14
(Date)

SECTION III

For Office
Use Only

REQUIRED SERVICES ASSIGNED:

- _____ Fire - All commercial use of propane tanks need permit. (Over 50 gallons)
Contact the Acton Fire Dept. 978-264-9645
- _____ Police
- _____ Health Department Permit (Obtained at the Board of Health-separate fee with BOH)
- _____ Swimming—all swim passes must be purchased at time of permit issuance. Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Recreation Director.
- ☒ Portable Toilets Required Location Required: 2 units by softball field
- _____ Dumpster required
- _____ Liquor License (see Section II) Approved _____ Denied _____

Walking Trail x 6 hrs.
\$50 x 6 = \$300
Miracle Field = \$120
Softball Field = \$120
\$540
Fee waiver pending
by Board of
Selectmen

ESTIMATED RENTAL FEES:

Bldg. Rental \$ _____
Electrical Fee \$ _____

Field Rental \$ 6
Security Deposit (required) \$ _____

Swimming Fee \$ _____

PERMIT FOR USE OF RECREATION FACILITIES:

(☒) THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS: _____

Permit Issued By: Catherine L. Fackman Date _____
Recreation Department Signature

Special Instructions: Volunteers monitor parking on Quarry Rd., rent two portable toilets, certificate of insurance liability from

Additional Notes Attached: Yes No

COPY TO:

- ☒ Grounds (Shawn O'Malley)
- _____ Health Department
- ☒ Authorized Rep.

- _____ Police
- _____ Fire
- _____ Town Manager

- _____ Lifeguards
- ☒ Finance
- _____ Participant Chaperoning & trash removal

Office use only: Application Received on: 1/14/13 By: MR
Application Approved / Denied on: 2/7/14 Withdrawn on: _____
Applicant Contacted on: 1/14/13 By: Phone Email Mail
Second Contact on: _____ By: Phone Email Mail
Payment by: Cash ☒ Money Order _____ Check #: _____
Amount Paid \$ 6 Date Paid 1/14/13 Received By: _____